Driver/Logistic Assistant – RRTF

PURPOSE AND SCOPE OF THE POSITION

The selected candidate will perform driving and administrative duties at the Field Office and act as an office liaison when necessary. She/he will work under the direct supervision of the Head of the RRTF Prijedor and under the general supervision under the Administration Manager at OHR Banja Luka.

DUTIES AND RESPONSIBILITIES

1. Perform the duties of GS driver under OHR employment conditions

2. Work shift patterns as decided by the Head of Prijedor Office or his Representative

3. Operate under OHR Transport Procedures and observe General Rules for Drivers

1. Undertake the delivery of mail and material

2. Care for and perform basic control maintenance on vehicles as assigned to them

3. Note and report any vehicle damage or malfunction to Transport Assistant

4. Administrative duties as requested by immediate supervisor

PROFESSIONAL REQUIREMENTS

1. Completed Secondary School
2. Excellent command of oral and written English
3. Good Computer skills
4. Ability to work in team as well as unsupervised
5. Ability to work under stress
6. Basic computer knowledge

1. Good knowledge of routes
2. Basic first aid knowledge

Any personnel with the above qualifications should provide (in English) a CV with a one-page cover letter and references to the following:

Administration Manager

OHR Banja Luka

Njegoseva bb, 78000 Banja Luka

Fax: +387 (0) 51 217 091 E-mail: application@ohr.int